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REFERRAL PROCESS FOR ASSISTIVE TECHNOLOGY

1) Pre-Referral Screening

- i. The LEA/designee will notify the parents of the screening request for a particular area(s) (See REFERRAL FOR ASSISTIVE TECHNOLOGY SERVICES form).
- ii. The LEA/designee sends REFERRAL FOR ASSISTIVE TECHNOLOGY SERVICES form and any appropriate intake forms to the Assistive Technology (AT) secretary.
- iii. Upon receipt of the REFERRAL FOR ASSISTIVE TECHNOLOGY SERVICES form, the AT secretary will stamp and date, and distribute to the Assistive Technology (AT) Consultant.
- iv. The AT Consultant will schedule the screening, which will consist of an observation of the student.
- v. Prior to the screening, the AT Consultant will review the intake forms.
- vi. The AT Consultant will make recommendations for consideration to the student's school-based team.
- vii. The school-based team will receive a summary report within 4 weeks from the date of the screening.

2) Evaluation

- i. The LEA/designee will send a copy of the signed Permission to Evaluate and the REFERRAL FOR ASSISTIVE TECHNOLOGY SERVICES form along with the appropriate intake forms and any other pertinent information is sent to the AT Secretary.
- ii. Upon receipt of the REFERRAL FOR ASSISTIVE TECHNOLOGY SERVICES form, the AT secretary will stamp and date, and distribute to the AT Consultant.
- iii. The AT Consultant will complete the evaluation and will submit a report to the IEP team for consideration and possible inclusion in the student's Evaluation Report (ER). The report will make recommendations as to the student's need for assistive technology in order to access his/her general education curriculum.
- iv. The student's IEP team will consider the recommendation of the AT evaluation when developing the IEP. If needed, "assistive technology" will be checked under the "special considerations" section of the IEP and will then be reflected as specially designed instruction, supplemental aids and services, program modifications, supports for school personnel and/or incorporated into the student's IEP goals/objectives.

3) Re-evaluation

- i. The IEP team must meet and determine that there is a need for additional data and complete the Reevaluation Report (RR) and issue the Permission to Reevaluate Consent form.
- ii. The LEA/designee will send the REFERRAL FOR ASSISTIVE TECHNOLOGY SERVICES form along with the signed Permission to Reevaluate Consent form, RR and current IEP to the AT secretary.
- iii. The AT Consultant will complete the evaluation and will submit a report to the IEP team in order to complete the “DETERMINATION OF NEED FOR ADDITIONAL DATA, SUMMARY AND CONCLUSIONS” of the RR. The report will make recommendations as to the student’s need for assistive technology in order to access his/her general education curriculum.
- iv. The student’s IEP team will consider the recommendations of the AT evaluation when developing the IEP. If needed, “assistive technology” will be checked under the “special considerations” section of the IEP and will then be reflected as specially designed instruction, supplemental aids and services, program modifications, supports for school personnel and/or incorporated into the student’s IEP goals/objectives.

4) Consultation

- i. The LEA/designee will notify the parents of the consultation request for a particular area(s) (See REFERRAL FOR ASSISTIVE TECHNOLOGY SERVICES form).
- ii. The LEA/designee sends REFERRAL FOR ASSISTIVE TECHNOLOGY SERVICES form and any appropriate intake forms to the AT secretary.
- iii. Upon receipt of the REFERRAL FOR ASSISTIVE TECHNOLOGY SERVICES form, the AT secretary will stamp and date, and distribute to the Assistive Technology Consultant.
- iv. The Assistive Technology Consultant will schedule the consultation that consists of observation, one-on-one work with the student, and team meeting.
- v. The LEA will designate **at least two team members** to meet with the Assistive Technology Consultant to discuss recommendations and draft an action plan following the consultation, based on the Student Environment Task Tools (SETT) Framework, refer to FAQ on page 10. It is the school’s responsibility to share recommendations with parents if they are not participating in the meeting.